

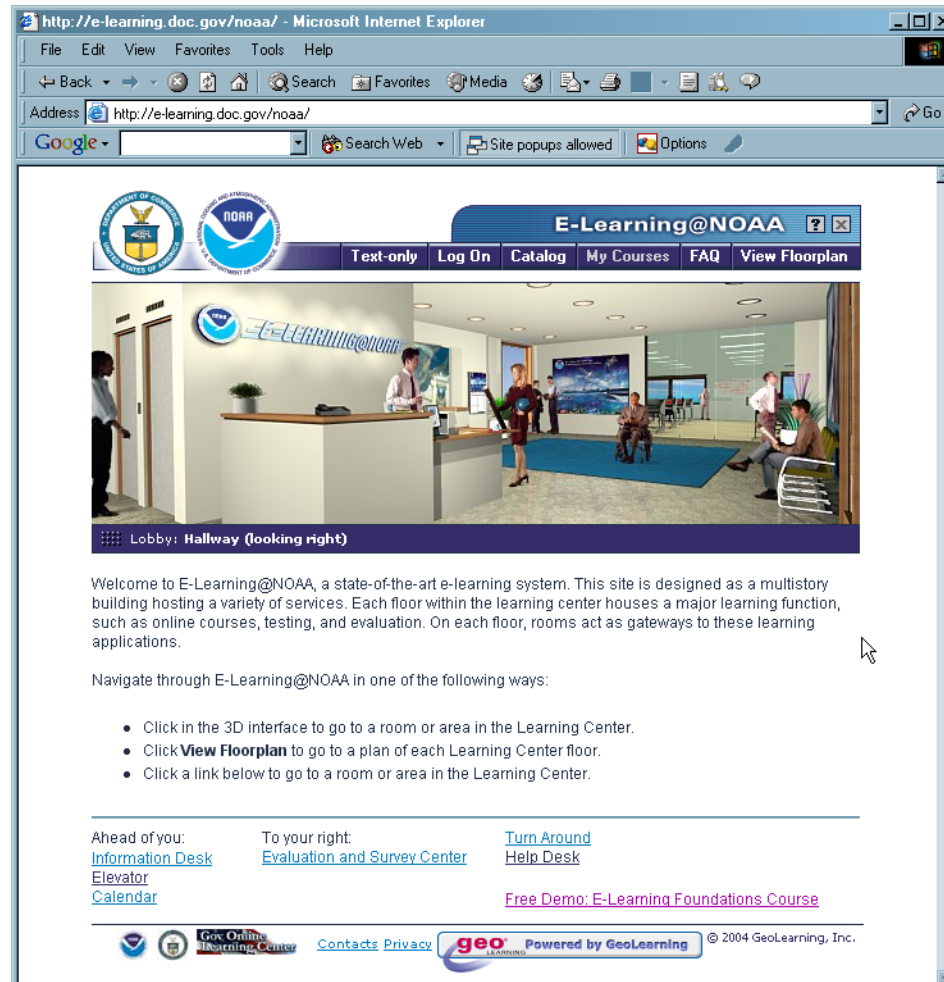
LMS Job Sheet: “Log On” to the LMS

Version 1.0, 9/13/04

This Job Sheet shows how to log on to the Learning Management System (LMS).

1.0. Navigate to the Site.

- Bring up your favorite web browser and navigate to DOC page (<http://e-learning.doc.gov/>), NOAA page (<http://e-learning.doc.gov/noaa/>) or the NWS page (<http://e-learning.doc.gov/NOAA/3-right.cfm>).
- The LMS should work fine with Internet Explorer 5+ and Netscape 4.79+.

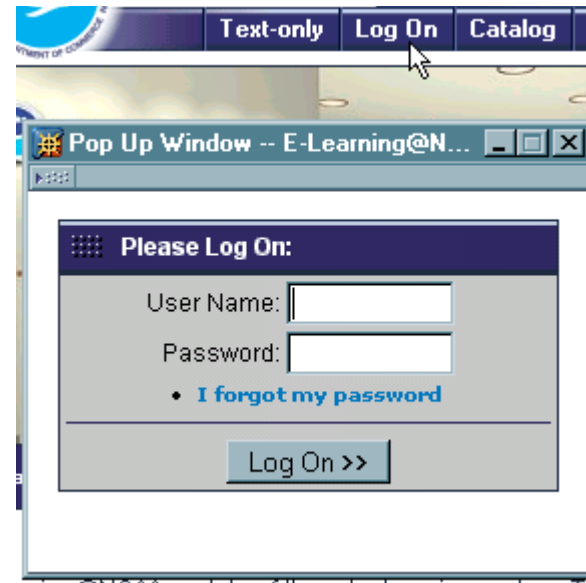


2.0. Click the “Log On” Button.

- The “Log On” pop up window will appear.
- If you know your password, skip to step 6.0.

3.0. Did you forget your password?

- If you did, select “I forgot my password”.
- If not, skip to step 6.0.



3.1. Enter your user name.

- Your user name is the part of your email address before the “@” symbol. (For example, Fred@noaa.gov would have Fred as his user name.)
- Then click on the “**Send Password**” button.

If you have forgotten your Password, please enter your User Name below. Your Password will be sent to you by email.



E-LEARNING@NOAA

3.2. Check your email for the password.

- Return to your browser and continue to the next step.

Request User Password:

User Name:

Back

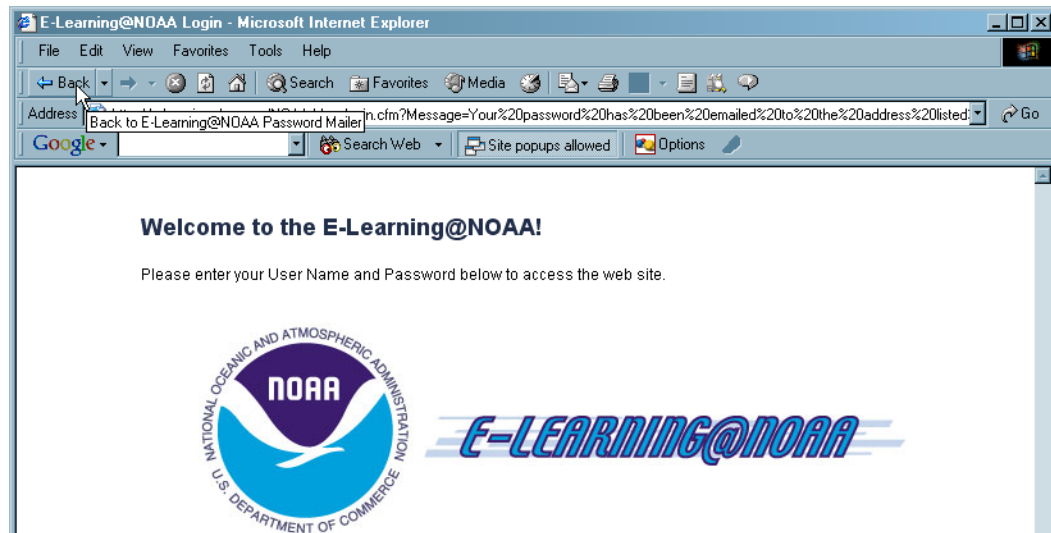
Send Password

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4.0. Go back to the front page.

- Hit the browser's **"Back"** button *twice* to return to the front page.
- There is a bug in the system that will not allow success if you enter your user name and password from the current page.

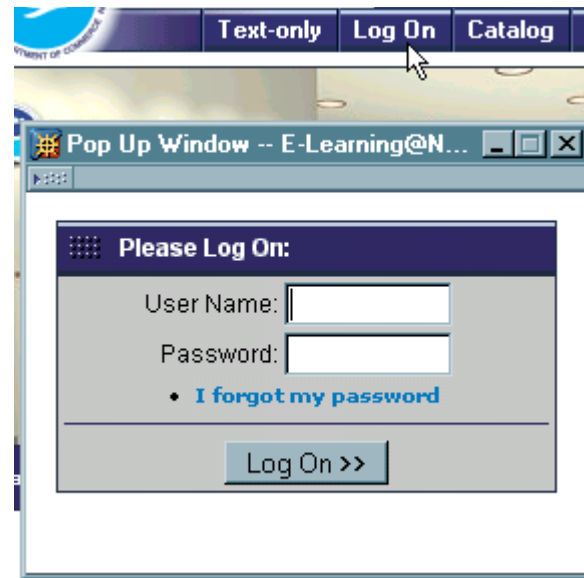


5.0. Click the "Log On" Button.

- The "Log On" popup box will appear.

6.0. Enter User Name and Password.

- Reminder! Your user name is the part of your email address before the "@" symbol. (For example, Fred@noaa.gov would have Fred as his user name.)
- Then click the **"Log On>>"** button on the Log On pop up window.



7.0. Done.

- You should now be at the front page with the text of the **“Log On”** button, now reading **“Log Off”**. Also, the **“My Courses”** button will no longer be grayed out.

